System Training and Response (STaR) Team – SAIS Information Series

Considerations for Establishing a Routine for Managing Data in SAIS

This document is intended to suggest items that should be considered by LEAs when establishing a routine for submitting information to and managing results returned from the SAIS Student Detail Database. Though an effort is made here to provide thorough guidance for a suggested routine intended to yield desired results, individual LEAs may find need to make modifications to ensure that the data that resides in SAIS is as expected.

Submission Frequency

Legislation found in A.R.S. 15-1042.G, states that a school district or charter school is not required to submit student level data to the Department of Education more often than once every twenty school days. However, it is important to understand that due to various complexities, it may be in the best interests of local educational agencies (LEAs) to submit data more frequently.

One key in deciding how often to submit information to SAIS is to determine how much time is necessary to resolve the issues that arise as a result. It stands to reason that the greater the number of submitted transactions the greater the potential for errors. The more errors that occur, the more time is necessary for resolution before the next submission.

Note: The number of transactions in a submission file most often depends on the overall number of students in the school and the amount of related student activity (enrollments, withdrawals, attendance, participation in special programs, etc.) that occurs between the creation of SAIS submission files.

Good practice suggests submitting information to SAIS on a schedule that allows for the timely management and resolution of any issues that arise. Some school districts and charters have established a routine of submitting information to SAIS once a week. Some even submit data on a daily basis.

Keep in mind that regardless of an LEA's submission schedule, ADE must generate reports related to funding and other important matters according to timelines specified by law, based on the data that resides in SAIS on various benchmark dates. Obviously, it is in the best interests of LEAs to establish a routine that assures that the data resident in SAIS is complete and accurate when ADE utilizes the data to generate reports.

Covering all the bases

We suggest that LEAs take the following steps to ensure that the information that has been submitted to SAIS has processed successfully and is complete and accurate.

1. *Daily* - Update the data in the local database or Student Management System (SMS) for each school.

2. *Weekly, or according to LEA defined needs* - Prepare and submit a transaction file for each school.

3. *Following ADE processing, but prior to subsequent submissions* - Download and import (into the SMS) any newly created SAIS IDs. These are available in a file that can be obtained in the Download Area of the Student Detail Data Interchange (SDDI). *Choose the Download Area of the school or district/charter holder level depending upon which level is used for file submissions.*

4. *Following ADE processing, but prior to subsequent submissions* - Check the results of import processing in the SDDI Status Area or by downloading and importing the "Status of Submitted Import Files" document available in the SDDI Download Area. *Choose the Download Area at the school or district/ charter holder level depending upon which level is used for file submissions.*

5. *Following ADE processing, but prior to subsequent submissions* - Check the results of integrity processing using the "Student Integrity Status Report" available in the SDDI Download Area at the school level.

The following steps are used to verify, and in one case to validate, the raw data that resides in SAIS. The reports listed may be accessed at anytime and are updated immediately after ADE processes submitted transactions. It is suggested that these reports be used whenever there is a need or desire to verify data, but no less often than monthly

to coincide with ADE end of month data processing procedures. Please see, "Quick Users Guide to Managing Data in SAIS " on page 3 of this document for more information on the suggested process for monthly data reconciliation.

1. Check the SDADMS72 report for each grade level at each school to be sure that every student who has had membership in the school during the school year covered by the report is listed with complete and accurate information and has not failed integrity processing for Average Daily Membership.

2. If the school offers special education programs, check the SDSPED71 report to be sure that every student who has participated in a special education program in the school during the school year covered by the report is listed with complete and accurate information for each special education service he or she received and has not failed integrity processing for special education programs.

3. If the school offers English Language Learner Programs, check the SDELL71 report to be sure that every student who has participated in a language acquisition program in the school during the school year that is covered by the report is listed with complete and accurate information and has not failed integrity processing for language programs.

4. Check the SDADMS80-1 report to determine if there are any students who appear to have had a period of concurrent enrollment in a charter school and a public non-charter school during the school year covered by the report. If any such concurrencies exist, the student's enrollment information will be listed. It then becomes necessary to determine if the enrollment information listed for the student's membership period at your school is accurate. If so, this information should be validated using the application that is available in the SDDI Maintenance Area for this purpose. If the information displayed for your entity is invalid, steps should be taken to submit data to SAIS to correct any inaccuracies.

Note: Steps 5 and 6 below do not correspond directly to reconciling data to comply with ADE end of month data processing procedures. Nonetheless, it is important to be certain that the information displayed in the reports mentioned is complete and accurate in accordance with ADE specified deadlines. We strongly recommend that these reports be scrutinized at least monthly.

5. If data has been submitted to indicate that there are students who participate in Support Programs

(*i.e., gifted, homeless, 21st Century, Title I, etc.*) or who have related needs, check the SDSUPP71 report to be sure that every student who participates in such programs or who has related needs is listed with complete and accurate information.

6. If NCLB indicators have been submitted (eligibility to participate in free or reduced fee lunch programs), check the SDSUPP72 report that shows aggregated counts of such students for each school within the district or charter holder. Unlike all other reports mentioned in items 1-5 which are accessed at the school level, the SDSUPP72 is available only in the SDDI Download Area at the district or charter holder level.

Important note regarding NCLB Indicators

Due to Federal Government privacy regulations, the Arizona Department of Education does not publish lists of individual students who are reported as having an NCLB "Need."

One more step

The School Finance Section of the Arizona Department of Education periodically runs a process called aggregation in order to provide a count of total membership and absence days for each eligible student. By law, aggregation occurs separately for student memberships that occur during the first 40 days and the next 60 days of instruction at each school each school year. Results of aggregation are seen in the SDADMS75 report. These reports are updated frequently, but are not available until every calendar track at every school within a district or charter passes the 12th ADE business day following the 40th day of instruction. Once SDADMS75 reports are generated, LEA personnel are advised to check these for each grade level at each school to be sure that all information is listed as expected. The resulting membership and absence calculations from these reports are the basis of the largest portion of student funding.

To ensure that aggregation results are as intended, an LEA's raw data, as verified from the SDADMS72 Report, must be complete, accurate and free of integrity errors at the time aggregation is run. Any inaccuracies or integrity errors will effect aggregation results. Should an LEA be in a position to prove that the related raw data in SAIS was complete, accurate and free of integrity errors at the time aggregation was run, and if, on such an occasion, aggregation results are inaccurate, we would encourage the LEA to bring the relevant circumstances to the attention of appropriate ADE personnel (including STaR Team members) for further investigation and resolution.

Quick Users Guide to Managing Data in SAIS

Goal – Complete, accurate, integrity error free data by 5:00 PM on the last ADE business day of each month

Background

State Aid, also referred to as "Equalization Assistance," is recalculated each month (for payment on the 15th) based on data resident in SAIS on the last ADE business day of the month prior to the payment. Therefore, all LEAs are strongly encouraged to establish routines that ensure that the raw data displayed in SDADMS72, SDADMS80-1, SDSPED71, and SDELL71 reports are complete, accurate and free of integrity failures at that time.

Notes:

1. State Aid for charter schools is based on the Charter School Estimated Enrollment Summary (not on actual SAIS data) until every school under a particular Charter Holder passes the 40th day of instruction plus 12 ADE business days. Therefore, the procedures outlined in this document are not applicable to payment distribution for charter schools until the month that a charter school passes the 40th day of instruction, plus 12 ADE business days.

2. State Aid for school districts is based on prior year data in SAIS; however, since current year data is used to calculate adjustments due to rapid growth and for future year budget considerations, the routine outlined in this document is applicable to and important for district schools as well as charters.

Suggested practice

Beginning 5-10 days prior to the last ADE business day of the month:

1. Examine the following reports:

    - SDADMS72 – Unadjusted Student ADM Report (for each grade level within each school)
    - SDSPED71 – SPED Report (for each school)
    - SDELL71 – ELL Report (for each school)

2. Use appropriate reports from the list below for troubleshooting purposes, should there be inaccuracies or integrity failures displayed in the reports listed above.

    - SDADMS71-1 – Student Membership by DOA Report (student level)
    - SDADMS78 – Enrollment Delete Report (school level)
    - SDELL70 – ELL Assessment Search (school or district/charter level)
    - Student Integrity Status Report (school level)
    - SDIEP71 – Initial IEP Report (district level)

3. Examine the SDADMS80-1 – Charter/Public (non-Charter) Concurrencies Report (school level)

4. Make and submit corrections if necessary.[1]

5. Validate enrollment information for concurrently enrolled students if necessary.[2]

6. Repeat steps as necessary.[1]

7. When examination of the reports listed in step 1 shows the information to be complete, accurate and free of integrity errors, print and/or save electronic copies of the reports and refrain from submitting additional information to SAIS until the system reopens following the closure that occurs at 5:00 PM on the last ADE business day of the month.[3]

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[1]Be sure to submit corrections to SAIS allowing enough time for the file to process, to recheck reports and make additional corrections or validations if necessary.

[2]Use the application in the Maintenance Area of SDDI to validate enrollment information for concurrently enrolled students.

[3]Any file submitted prior to 5:00 PM on the last ADE business day of the month will process in time for inclusion in data processing for the payment to be distributed on the 15th of the following month.